## Bureau of Development Services Director Paul Scarlett's Calendar

Week of September 24 - 30, 2007

Tuesday	Wednesday	Thursday	Friday
9:00 - 10:00	10:30 - 11:00	8:00 – Noon	10:00 – 10:30
Customer Service	Administrative Services	Module 3a: Managing	NIT Section Manager and
Manager	Manager	Diverse Workgroups	Site Services Manager
10:30 - 11:30	11:00 – Noon	2:00-3:00	10:30 – 11:00
Commissioner of Public	Administrative Services	<b>Executive Assistant</b>	Site Services Manager
Safety	& Plan Review &		
	Permitting Services Staff		
11:30 - 1:00	2:30-3:30		11:00 – Noon
Industry Council	Professional Development		Inspections Manager
2:30 - 3:00	3:30-4:00		2:30-3:00
Outreach Program	Assistant to the Director		PDC staff conference call
Coordinator			
3:30-3:45	4:00-5:00		
HR Issue	Argay Neighborhood		
	Association		
	9:00 – 10:00 Customer Service Manager  10:30 – 11:30 Commissioner of Public Safety  11:30 – 1:00 Industry Council 2:30 – 3:00 Outreach Program Coordinator 3:30 – 3:45	9:00 – 10:00 Customer Service Manager  10:30 – 11:30 Commissioner of Public Safety  11:30 – 1:00 Industry Council 2:30 – 3:00 Outreach Program Coordinator 3:30 – 3:45 HR Issue  10:30 – 11:00 Administrative Services & Plan Review & Permitting Services Staff 2:30 – 3:30 Professional Development 3:30 – 4:00 Assistant to the Director Argay Neighborhood	9:00 – 10:00         10:30 – 11:00         8:00 – Noon           Customer Service Manager         Manager         Module 3a: Managing Diverse Workgroups           10:30 – 11:30         11:00 – Noon         2:00 – 3:00           Commissioner of Public Safety         & Plan Review & Permitting Services Staff         Executive Assistant           11:30 – 1:00 Industry Council         2:30 – 3:30 Professional Development           2:30 – 3:00 Outreach Program Coordinator         3:30 – 4:00 Assistant to the Director           3:30 – 3:45 HR Issue         4:00 – 5:00 Argay Neighborhood